

NOTICE -- CHANGES TO THE GRANT BUDGET WORKSHEETS

In an effort to simplify and streamline our grant application we have reduced the number of budget worksheets from four to ONE. We did this by eliminating the separate forms for Facility/Equipment Depreciation (Form 2D), Equipment Hourly Use (Form 2E) and Ineligible Costs and Revenue (Form 3). This information will now be reported on the Budget Worksheet as totals rather than itemized on separate worksheets. See the attached Guidance (5 pages) and refer to the FAQs below.

In addition, the Drop-off Collection and Curbside Collection columns have been combined into one column and the Administration and Enforcement column has been re-named to Compliance Enforcement.

Drop-off Collection and Curbside Collection were two separate columns and are now **combined into a single column** - Column B. Enter the drop-off collection and/or curbside collection costs in the appropriate rows under Column B.

The Administration and Enforcement column is re-named **Compliance Enforcement** (Column D) to more accurately reflect its purpose. This column is for costs related to enforcing compliance with Effective Recycling Program standards (rules, ordinances, etc.).

FAQS

Where will you enter the depreciation and equipment hourly use information? Formerly Forms 2D and 2E

- Instead of itemizing facility and equipment depreciation and/or equipment hourly use enter the **total** in Rows 14 and/or 15, Column E of the budget worksheet.

Where do I find this information?

- Please refer to your own accounting records for depreciation of facilities/equipment and hourly use equipment costs incurred for activities related to your effective recycling program operations. It may also help to look at your previous grant application or annual report. Detailed instructions are available in the grant application and as a separate attachment to this e-mail.

Where will the Ineligible Costs be entered? Formerly Form 3, Schedule I

- Enter the total of Ineligible Costs (from your expense records) in Row 19, Column E of the budget worksheet.

Where will you enter the Revenue from Sale of Table 1 Recyclables? Formerly Form 3, Schedule II

- Enter the total revenue from the sale of recyclables in Row 20, Column E of the budget worksheet.

How do I access the electronic report system to fill out the grant application?

First, you'll need to set up your own Wisconsin Access Management (WAMS) User ID and Password. You do this by going to the DNR website (dnr.wi.gov) and search on the keyword Switchboard where you will:

1) Create User ID and 2) Request Access. Here is the link to the DNR Switchboard: <http://dnr.wi.gov/topic/Switchboard/>

OR

If you have already completed steps 1 and 2 above, go to the Switchboard home page (link above) and click on the Log In button.

How do I change the Authorized Representative and/or Primary Contact information in Section I of the grant application?

Section I is not editable this year. Go to Section II and continue through Section IV.

- **Complete and submit the application as it is.**
- Have the current authorized representative sign the Certification page (Section 4) and mail it to the Recycling Grant Manager. Contact information below.
- **Notify the Recycling Grant Manager** of changes that are needed to the authorized representative and/or primary contact.

Please read the attached **Recycling Grant Budget Guidance** (5 pages) for important details and instructions.

If you have any questions or concerns, please contact Kari Beetham, Recycling Grant Manager.

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